

ARIZONA DEPARTMENT OF EDUCATION

Tom Horne
Superintendent of
Public Instruction



School Finance
1535 West Jefferson
Phoenix, Arizona 85007
(602)-542-5695
(602)-542-3099 fax

STATE OF ARIZONA

SCHOOL FINANCE MEMORANDUM 05-005

To: All Charter Schools and Sponsors
From: Philip Williams
Director of School Finance
Date: August 30, 2004
Subject: September Revised Estimated Student Count for Fiscal Year 2004-2005

Per §A.R.S. 15-185(B)(2) the student count of a charter school shall be determined initially by using an estimated count. The estimated student count list should reflect the count of pupils actually enrolled AND in attendance at the school per specific student and parent information required to be on file for any student. The information required for the registration and a copy of a sample form can be located at <http://www.asbcs.state.az.us/asbcs/pdf/EstEnrollmentPolicyMemo%205-2003.doc>.

The September 17, 2004 student list, to be known as the September Revised Estimated Student Count, will be the funding basis for the October and/or November payments if all of the charter schools under any given charter holder have not reached the 40th day plus 12 ADE business day requirement. If all of the charter schools under a given charter holder have reached the 40th day requirement, payment in October and/or November will be based on the actual 40th day data as housed in the Student Accountability Information System, (SAIS), as of September 30, 2004, and/or October 29, 2004, respective to the scheduled payment.

For those charters that have not reached the 40th day requirement, the September 17, 2004 student list will become the basis for funding until the reporting requirement has been reached. This list is the final estimated student count, based on the data submitted by each charter site utilizing the *Charter Estimated Counts* on-line application on or before the 5:00pm due date of September 17, 2004. Access to the on-line application will be terminated as of the due date for the remainder of the fiscal year. Therefore, no consideration will be given to estimate count data after September 17, 2004.

On Monday, September 13, 2004, a preliminary summary of the final estimated student count, the *Charter School September Enrollment Summary*, will be posted to each charter school's home page on the ADE website. Please carefully review this summary along with the student list in the on-line application. The charter will have until 5:00pm on Friday, September 17, 2004 to correct any reporting errors. **The final *Charter School September Enrollment Summary* will be posted to each charter school's home page on the ADE website on Monday, September 20, 2004.**

If you have any questions, please contact Karla Dunn via e-mail at kdunn@ade.az.gov.